Biennium End Procedures

For Purchase Orders in PeopleSoft

Dates to Remember

- June 10th – Have run the first round of Biennium query reports (NDS_PO_DTL_BIENNIUM)

- June 30th – Run second set of same query

- July 25th – Run query third and last time, NDS_PO_DTL_BIENNIUM. Final decisions to be made on POs to be rolled to next biennium.

- July 28th – Last day to apply back to 2013-2015 biennium.

Rule #1

- The budget dates on the PO distribution lines must be in the same period as the voucher accounting dates.

  - PO budget checked in June should be paid in 2015 biennium

  - PO budget checked in July should <u>not</u> be paid by a voucher backdated to 6/30/15.

Finding the Budget Date

- Please have your staff customize all distribution screens within purchase orders so they can see the Budget Date field easier.

- Written instructions can be found at www.nd.gov/vr/purchmod/checklists-po.html called "Customizing PO Lines."

- <u>Better</u> instructions can be found using OnDemand "11.1.1 – Customizing PO Views."

Rule #2

- There will be NO purchase orders left open in the new biennium with a budget date prior to July 1, 2015.

  - Any POs not closed, paid, or rolled by the end of the biennium will be brought to a status of "complete" by ITD before the new biennium is opened.

Methodology

- When the system is closed for biennium end, ITD will run a force-close process to change ALL active purchase orders and lines with **budget dates** prior to 7/1/2015 to a Complete status.

  - This will be done after biennium end reports are run, so agencies will be able to see their encumbrance totals before this process.

- Any POs closed in error can be reopened using new budget dates when the system is opened again.

Biennium Queries

- Use query you ran beginning of June to start narrowing down the number of active POs.

  - ➤ Close all POs that you safely can.

  - ➤ If the items are received by June 30, get the POs paid and make sure the budget dates match with the voucher.

  - ➤ We strongly recommend that agencies use receiving on POs, especially when items are shipped at different times.

June 30th Report

- **Fiscal staff**: Please review the list of POs outstanding and not received; mark the items that are to be paid in the new biennium for purchasing staff.

  - You have approx. 4 weeks to apply back payments; purchasing staff need to know which of their POs will likely be paid and backdated to June 30 during this time.

  - Keep **Rule #1** in mind about the budget dates matching

Voucher Warning

- If you try to pay a PO dated in June 2015 with a voucher budget date in July 2015, this is the warning you will receive:

Message	✕

Budget dates different between voucher and PO. (30000,73)

The budget dates on the purchase order and voucher are from different biennial periods. Please go back and change either the purchase order or voucher budget/accounting dates to the proper biennium. Each PO line within the voucher must have matching budget periods.

OK
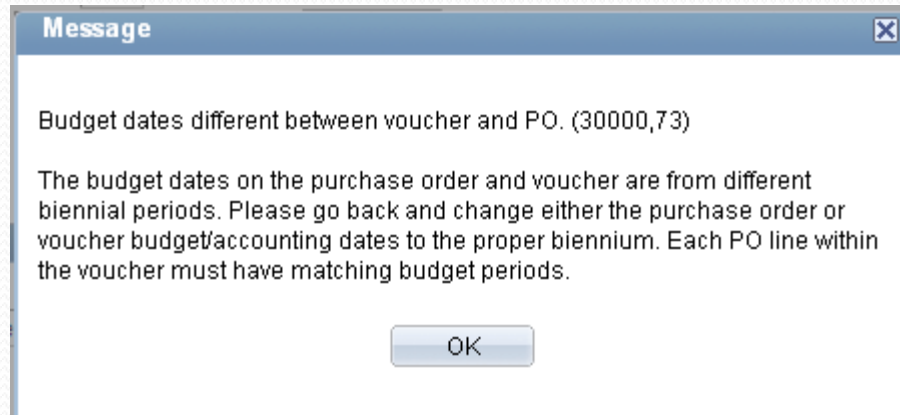
- You have the choice of fixing the budget dates of the PO to "roll" it or backdating the voucher, but they have to match before continuing.

Final PO Report

- Run this query a last time on July 25th to make final decisions.

  - ➢ Use same criteria as the others

  - ➢ Keep **Rule #2** in mind: Any POs listed on this query will be closed when the system closes.

Scenario #1

- Purchase orders that have been fully received before July 1st, but are not fully paid:

  - ➢ Pay the PO before biennium closes, making sure that the voucher is backdated to 6/30/15.

- Fiscal Policy 201 states:

  - ➢ ". . . all goods and services ordered and received prior to June 30 must be charged to the biennial appropriation for the period ending June 30."

Add Standard Comment

PO Header Comments

Unit: 11000 PO ID: 0000000134 Vendor: ZADERAKA-005

☑ Retrieve Active Comments Only   [Retrieve]

*Sort Method: [Comment Time Stamp ▾]   *Sort Sequence: [Ascending ▾] [Sort]

Comments
Find | View All   First ◀ 1 of 1 ▶ Last

Copy Standard Comments   Comment Status: Active   [Inactivate] [+]

Payment is contingent upon availability of funds.

☑ Send to Vendor   ☑ Shown at Receipt   ☐ Shown at Voucher

Associated Document

Attachment   [Attach] [View] [Delete] ☐ Email
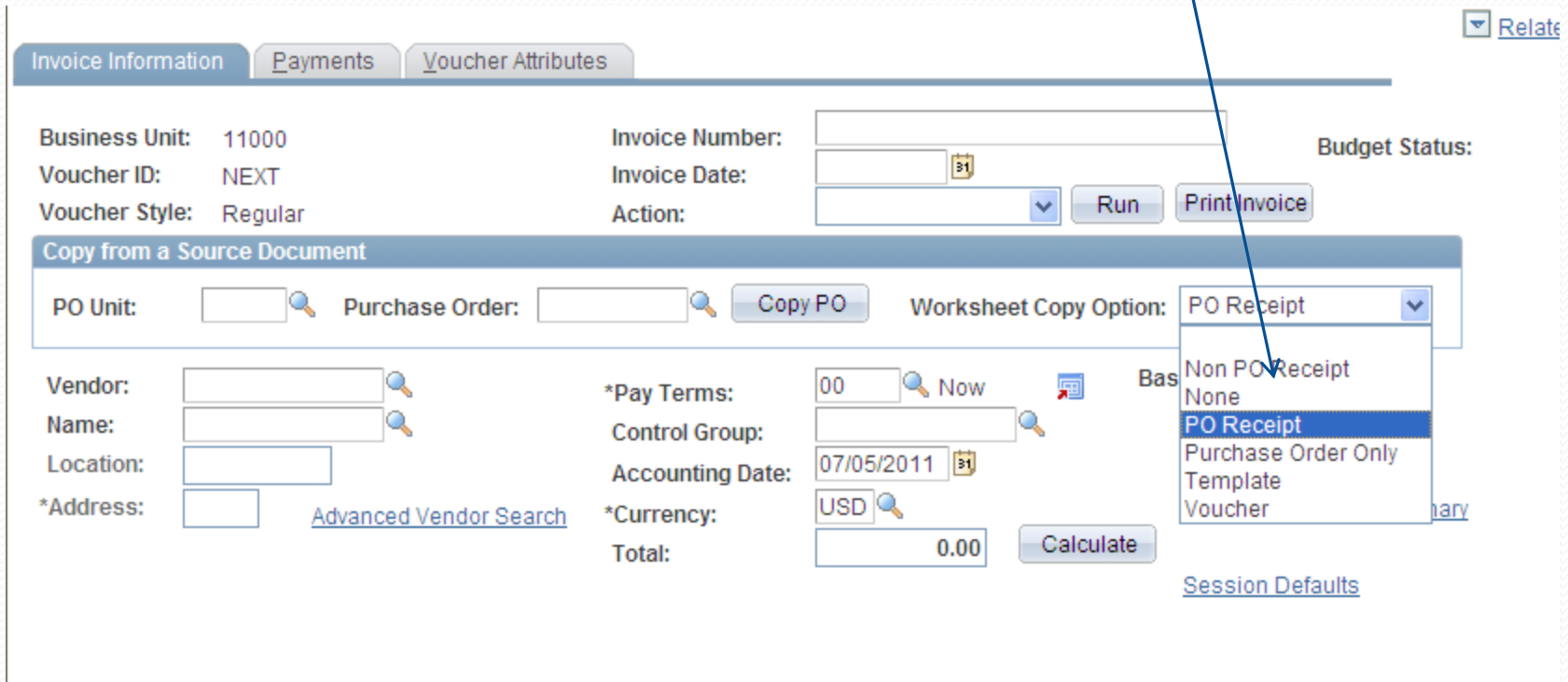
From -> PO 11000-0000000134

How to Verify Receiving

If agencies do not use the 'Worksheet Copy Option' they will not be able to see the dates on the PO.

Receiving Dates Con't.

Work-arounds

- If you received the goods on June 30th or earlier, but did not have time to enter the receipt for it, please do not record it online! Record the receipt of the items on the hard copy of the PO and pay off of that.

- If you ordered and received something by June 30th, but you forgot to enter a PO for it, please do not enter a PO after the fact. Pay for the item using a regular voucher instead.

Scenario #2

- Purchase orders that are dated prior to 7/1/15, but have not been received or paid at all by 7/26.
  - ❖ Fiscal Policy 201 states, "Goods and services received after June 30 are obligations of the biennial appropriation beginning July 1."

  - ➤ Option 1: Manually change the accounting date and the budget date under PO Details to new biennium.

  - ➤ Option 2: If not paid by July 28th, allow the PO to be automatically closed; it will have to be reopened with new dates when ready to pay.

4 Steps to Change PO Dates

1. Under Header Details, change this accounting date to July 1 or later:

Purchase Order Defaults

2. Under the PO Defaults link, make sure the budget date here changes to the new biennium as well.

Retrofit Changes

3. Carefully read this screen to change the budget dates on all distribution lines. Do not change any other field; click "OK."

Maintain Purchase Order

Retrofit field changes to "all" existing PO lines/schedules/distributions.....

Unit: 53000   PO ID: 0000019996   Vendor: KREISERS-001

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.
For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.
   Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the PO.
Select 'Apply to All Distribs' to apply changes to all distribution lines on the PO.

Customize | Find | View All | | | First 1 of 1 Last

Apply	Distrib Line	Field Name	Field Value	Apply to All Distribs
☐	1	Budget Date	2011-07-01	☑

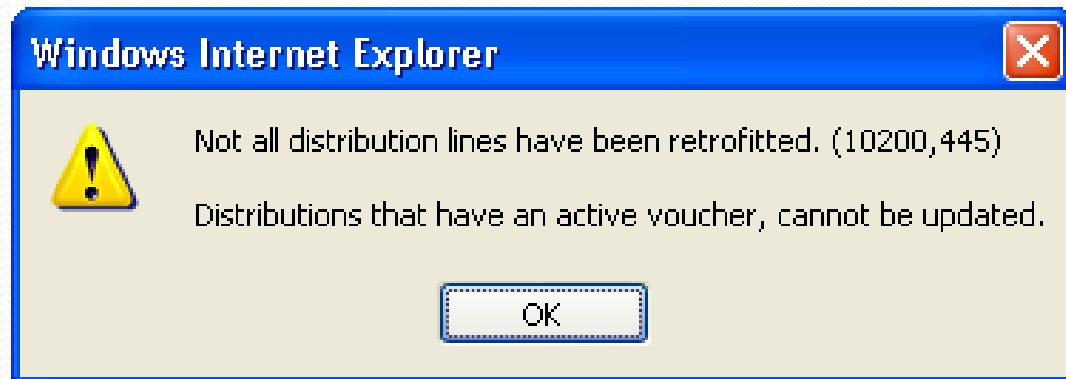☑ Select All   ☐ Clear All

[OK]   [Cancel]   [Refresh]

Exception

- This won't work if the PO has already been partially paid. You will receive this error message.

Budget Check

4. All distribution lines should have the new budget date. Review the PO under **Express Purchase Order** to make it easier. If they are all OK, do a budget check.

Scenario #3

- Purchase orders that have been partially received before 7/1/2015 and/or partially paid in old biennium
  - According to Policy 201, the items that were received prior to July 1 must be paid by voucher backdated to 6/30/15.
    - PLEASE use receiving and pay by the receipt number in the PO voucher.
  - If the remaining items are received between July 1 and July 28, pay the new receipt number <u>in a voucher dated in new biennium</u>. See the next slide.

Matching Dates in Scenario 3

- To pay the remaining part in the new biennium, the PO budget dates must match the voucher's. Agencies have two options:

    1. Copy the old PO into a new one with all dates in new biennium. Keep only the unpaid items and delete the rest before budget checking.

    2. Close the PO and budget check to remove remaining encumbrances in old biennium. Pay the rest of the PO with a <u>regular</u> voucher in new biennium, and reference the PO in the voucher.

Reopening Closed POs

- **Pros**:
  - Works great for POs that were not partially paid in old biennium
  - Keeps all previous data, including any split distributions
  - You can keep the existing PO number
- **Cons**:
  - Reopening manually causes ALL lines to be reopened, even those already received and paid
  - You must be very careful to change ALL budget dates to proper budget period
  - You can only reopen one PO at a time

How to Reopen Manually

- See checklist at http://www.nd.gov/vr/vmr/docs/reopen-closed-po-instructions.pdf

- Navigation: ND Utilities & Interfaces > ND State Applications > Procurement & Vendors > Reopen Closed POs

Manual Reopen Process

Once you set up a run control ID, enter your business unit and PO number to be reopened.

Manual Reopen Process

Be sure to select the first option of Accounting Date Options and enter a date of July 1st or after.

Reopen Process

- Continue process like others:
  - ➢ Click "Run"
  - ➢ On the Process Scheduler Request page, click "OK"
  - ➢ Go into the Process Monitor and refresh until you get "Success" and "Posted."
- You will now be able to open the PO under Add/Update POs
- We recommend you double check the budget dates in the reopened PO

Watch Budget Dates

Open the PO and verify the new accounting date under these links: Header Details and PO Defaults

Header Details

This date should have changed to the date you entered on the Reopening screen

If the date is correct, click "OK" or change the date first if it's not.

PO Details

If you customized your PO Defaults screen as earlier suggested, it will be easy to find the budget date.

Correct this field as necessary.

Retrofit Budget Dates

Be sure to change only the budget date on this screen if you wish to keep all previous information intact.

After checking the right box, click "OK". Save your PO on the main screen.

Verify Budget Dates

➢ If you have only one line and one schedule, you can turn to the Distribution page to verify the budget date changed.

➢ For multi-line POs, we recommend reviewing the PO under Express Purchase Order. Be sure to "Expand All."

Copying vs Reopening

- Copying old to new year
  - ❖ New biennium dates will automatically fill in if done in July
  - ❖ Lines that are fully paid can be deleted
  - ❖ Lines that are partially received and paid can be changed to the new quantity.

- Closing and Reopening
  - ❖ Have to watch budget dates closely
  - ❖ Less steps for POs that have never been received or paid
  - ❖ Partially or fully paid lines cannot be deleted – they must be closed again.

Reopen by Spreadsheet

- On website at www.nd.gov/vr/purchmod/ called "Spreadsheet to Mass Reopen POs in New Biennium"
- Instructions are on first tab of Excel spreadsheet
- Example:

Business Unit	PO #	Line # to be Reopened
53000	0000019627	2
53000	0000019627	3
53000	0000019627	4
53000	0000019628	5
53000	0000019628	6
53000	0000019628	7
53000	0000019628	8
53000	0000019628	9
53000	0000019628	10
53000	0000019629	1

Reopen Spreadsheet con't.

- Save Excel spreadsheet, then submit it through the Vendor Registry Work Request System as a general request. Be sure to attach the spreadsheet!

- This can be done at any time after July 30th.

Work Request System

Online Help

- Vendor Registry has several OnDemand topics to help you:

  - New to Receiving? (11.2.1 – Receive with a PO)

  - Help Entering PO Vouchers (4.1.8 – PO Vouchers)

  - Reopening Closed POs (11.4.9 – Reopen Closed POs)

Helpful Queries

- NDS_PO_DTL_BIENNIUM
  - ➢ This query gives line item detail of all purchase orders that are still active in this biennium. Run this to check on the status of your agency's POs at any time.

- NDS_TRUE_ENC_AMT
  - ➢ This query will give you the encumbrance amounts for a specified period of time. You may want to run this in July for the new 2017M01 to see if any POs were budget checked under the wrong period.

Repercussions

- What will happen if your agency does not follow the previous instructions?
  - It won't affect your bottom line expenditures at all.
  - But you will start your agency's accounting reports with encumbrances in error.
  - These errors will stay on reports for the entire biennium.
  - Vendor Registry cannot help agencies fix most encumbrance errors after the 2015 biennium is closed.

Good Luck!

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